

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2018 MAR -5 PM 1:19

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND original is in the ethics file. This is a copy.  
☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Congressional Institute

Travel date(s): January 31 - Feb 1, 2018

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	Due to the Amtrak train crash, sponsor has yet to provide transpo cost.	\$93 + tax x 112.78	\$64 x 75.05	\$223 facility rental

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

3/5/18  
(Date)

Jane Lee  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/5/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:  
ETHIC DEC29'17AM11:38

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jane Lee

Employing Office/Committee: Senate Majority Leader Mitch McConnell

Private Sponsor(s) (list all): Congressional Institute

Travel date(s): January 31 - February 2, 2018 *g.z.*

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): White Sulphur Springs, WV

Explain how this trip is specifically connected to the traveler's official or representational duties:

This Conference will discuss public policy issues that could arise in the second session of the 115th Congress for which I am responsible, as *Budget & Appropriations Advisor.*

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/29/17

(Date)

*Jane Lee*  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Mitch McConnell hereby authorize Jane Lee  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/29/17

(Date)

*Mitch McConnell*  
(Signature of Supervising Senator/Officer)



## Lee, Jane (McConnell)

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**From:** Lee, Jane (McConnell)  
**Sent:** Wednesday, February 28, 2018 8:19 AM  
**To:** Lee, Jane (McConnell)  
**Subject:** FW: House & Senate Republican Member Conference: Registration

**From:** Congressional Institute [mailto:rsvp@conginst.org]  
**Sent:** Friday, December 22, 2017 10:32 AM  
**To:** Lee, Jane (McConnell) <Jane\_Lee@mcconnell.senate.gov>  
**Subject:** House & Senate Republican Member Conference: Registration

### House & Senate Republican Member Conference

Wednesday, January 31,  
2018 -  
Thursday, February 1,  
2018  
The Greenbrier



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON  
MONDAY, JANUARY, 1, 2018!!!**

Dear Jane,

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tentatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

#### **Step 1: Submit Ethics Packet by Monday, January 1, 2018**

To comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download a copy of the Institute's

Private Sponsor Travel Certification Form and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

**Step 2: Register with the Congressional Institute**

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register: [Register for House & Senate Republican Member Conference](#)

Email Address: [Jane\\_Lee@mcconnell.senate.gov](mailto:Jane_Lee@mcconnell.senate.gov)

Access Code: fAfrh2R6jM

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our [Frequently Asked Questions](#). In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email [rsvp@conginst.org](mailto:rsvp@conginst.org). We look forward to seeing you at The Greenbrier!

Sincerely,  
Mark Strand, President  
The Congressional Institute  
(703) 837-8812 - Office  
[strand@conginst.org](mailto:strand@conginst.org)

[Sign up for the Congressional Institute's e-newsletter!](#)

If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).



## House & Senate Republican Member Conference

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[Register for House & Senate Republican  
Member Conference](#)

Email Address:

[\\*/email/\\*](#)

Access Code:

\*/accesscode/\*

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[To unsubscribe from this mailing list, please click here.](#)

12/15/12 1:15 PM



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): CONGRESSIONAL INSTITUTE
2. Description of the trip: ANNUAL GATHERING OF REPUBLICAN MEMBERS OF CONGRESS TO EXAMINE IMPORTANT ISSUES WITH POLICY EXPERTS AND HOUSE AND SENATE COLLEAGUES.
3. Dates of travel: JANUARY 31 - FEBRUARY 2, 2018
4. Place of travel: WHITE SULPHUR SPRINGS, WV
5. Name and title of Senate invitees: SEE ATTACHED LIST
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

-OR-
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

-AND-

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

-AND-
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**THE CONGRESSIONAL INSTITUTE IS THE SOLE ORGANIZER AND CONDUCTOR OF THIS EVENT.**

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

**THE PURPOSE OF THE CONGRESSIONAL INSTITUTE (A 501(C)4 ORGANIZATION) IS TO PROMOTE PUBLIC EDUCATION ABOUT CONGRESS AND TO HOLD EDUCATIONAL CONFERENCES FOR MEMBERS OF CONGRESS, STAFF AND OTHERS.**

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

**THE CONGRESSIONAL INSTITUTE HAS A LONG HISTORY OF SPONSORING EDUCATIONAL CONFERENCES FOR MEMBERS OF CONGRESS AND STAFF. THE INSTITUTE ALSO SPONSORS RETREATS FOR CHIEFS OF STAFF AND LEGISLATIVE AND COMMUNICATION DIRECTORS.**

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**THE INSTITUTE CONDUCTS IMPORTANT RESEARCH PROJECTS CONSISTENT WITH ITS MISSION AND DEVELOPS RESOURCES SUCH AS A HOUSE FLOOR PROCEDURES MANUAL AND THE BOOK SURVIVING INSIDE CONGRESS. THE INSTITUTE ALSO MANAGES THE CONGRESSIONAL ART COMPETITION.**

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$267	\$93 + TAX	\$64	\$223 FACILITY RENTAL
<input type="checkbox"/> Actual Amounts	SPOUSE: \$267	SPOUSE: \$0	SPOUSE: \$64	SPOUSE: \$157 FACILITY RENTAL

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**THIS EVENT IS ARRANGED AND ORGANIZED SPECIFICALLY WITH REGARD TO CONGRESSIONAL PARTICIPATION.**

18. Reason for selecting the location of the event or trip

**RELATIVE PROXIMITY TO WASHINGTON DC AND CAPABILITY TO HANDLE A LARGE EVENT AND THE ASSOCIATED SECURITY THAT ACCOMPANIES IT.**

19. Name and location of hotel or other lodging facility:

**THE GREENBRIER, 300 W MAIN ST, WHITE SULPHUR SPRINGS, WV 24986**

20. Reason(s) for selecting hotel or other lodging facility:

**PROXIMITY TO DC, FACILITY SIZE, SECURITY AND AVAILABILITY**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

**LODGING: PER DIEM: \$93 VS. OUR ROOM RATE: \$93**

**MEALS: PER DIEM (2 HALF DAYS): \$76.50 VS. OUR MEAL COSTS: \$64**

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**ATTENDEES WILL TRAVEL VIA CHARTER TRAIN TO THE GREENBRIER AND BY BUS ON THE**

**RETURN TRIP.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

**N/A**

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: **MARK STRAND, PRESIDENT**

Name of Organization: **CONGRESSIONAL INSTITUTE**

Address: **1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314**

Telephone Number: **703-837-8812**

Fax Number: **703-837-8817**

E-mail Address: **STRAND@CONGINST.ORG**



## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

### **Question 16: Other Expenses:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$223 as disclosed on the sponsor form.

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## 2018: Senate Staff

First Name	Last Name	Institution	Job Title
John	Abegg	Office of the Senate Majority Leader	Chief Counsel
Chris	Barkley	Senate Republican Policy Committee	Policy Director
Barry	Black	Chaplain of the Senate	Chaplain
John	Chapuis	Office of the Senate Majority Whip	Policy Advisor
David	Cleary	Office of Senator Alexander	Chief of Staff
Steve	Donaldson	Office of the Senate Majority Leader	Policy Advisor
Laura	Dove	Secretary for the Majority	Secretary for the Majority
Robert	Duncan	Assistant Secretary for the Majority	Assistant Secretary for the Majority
Brendan	Dunn	Office of the Senate Majority Leader	Policy Advisor & Counsel
Antonia	Ferrier	Office of the Senate Majority Leader	Communications Center Staff Director
Ann Marie	Hauser	Senate Republican Conference	Deputy Staff Director
Tom	Hawkins	Office of the Senate Majority Leader	National Security Advisor
Dan	Kunsmann	Senate Republican Policy Committee	Staff Director
Bronwyn	Lance-Chester	Senate Republican Policy Committee	Communications Director
Jane	Lee	Office of the Senate Majority Leader	Policy Advisor
Katie	Lingle	Senate Republican Conference	Press Secretary
Hazen	Marshall	Office of the Senate Majority Leader	Policy Director
Stacy	McBride	Office of Senator Blunt	Chief of Staff
Dominique	McKay	Senate Republican Conference	Press Secretary
Stefanie	Muchow	Office of the Senate Majority Leader	Director of Operations
Brendon	Plack	Senate Republican Conference	Staff Director
David	Popp	Office of the Senate Majority Leader	Communications Director
Monica	Popp	Office of the Senate Majority Whip	Chief of Staff
Scott	Raab	Office of the Senate Majority Leader	Policy Advisor
Natalie	Rogers	Office of Senator Gardner	Chief of Staff
Matt	Sandgren	Office of Senator Hatch	Chief of Staff



10/10/2019 10:10:10 AM

Chandler	Smith	Senate Republican Conference	Communications Director
Sharon	Soderstrom	Office of the Senate Majority Leader	Chief of Staff
Don	Stewart	Office of the Senate Majority Leader	Deputy Chief of Staff
Emily	Stotmeister	Senate Republican Conference	Staff Assistant
Erica	Suares	Office of the Senate Majority Leader	Policy Advisor
Terry	Van Doren	Office of the Senate Majority Leader	Policy Advisor
Ryan	Wrasse	Senate Republican Conference	Communications Director
Kathy	Wright	Office of the Senate Majority Leader	Policy Advisor for Nominations



**Congress of Tomorrow**  
**2018 Annual House & Senate Republican Conference**  
 White Sulphur Springs, West Virginia

**Wednesday, January 31, 2018**

<b>6:45 – 7:15 AM</b>	<b>House Luggage Drop</b>	<b>Bottom of Rayburn Horseshoe</b>
<b>7:00 – 7:20 AM</b>	<b>Senate Luggage Drop</b>	<b>SD-G50 (Near NW Entrance)</b>
Your luggage will be transported separately to the hotel and delivered to your room.		

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<b>7:45 AM</b>	<b>House Buses Depart for Train</b>	<b>S Capitol Street (Between Rayburn &amp; Longworth)</b>
<b>7:45 AM</b>	<b>Senate Buses Depart for Train</b>	<b>Capitol Steps: Senate Side</b>
<b>4:30 PM</b>	<b>Group Transportation Arrives</b>	

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<b>5:00 PM</b>	<b>Prayer &amp; Security Briefing on Amtrak Incident</b> <i>Topic: Time of prayer and briefing attendees on what is currently known about Amtrak collision</i> Welcome and Opening Remarks: Mark Strand, Congressional Institute Devotion by Hon. Tim Walberg, U.S. House of Representatives Prayer by Reverend Patrick J. Conroy, Chaplain of the House Hon. Paul Irving, House Sergeant at Arms Hon. Cathy McMorris Rodgers, House Republican Conference Hon. John Thune, Senate Republican Conference	<b>Chesapeake</b>
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<b>5:45 – 5:30 PM</b>	<b>2018: A Big Vision for America</b> <i>Topic: Tax reform and economic prospects</i> Moderator: Mark Strand, Congressional Institute Hon. Paul Ryan, Speaker of the House Hon. Mitch McConnell, Senate Majority Leader	<b>Chesapeake</b>
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<b>6:30 PM</b>	<b>Reception</b>	<b>Upper Lobby</b>
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<b>7:00 – 9:00 PM</b>	<b>Dinner</b> <i>Topic: What lies ahead in 2018</i> Hon. Mike Pence, Vice President of the United States	<b>Colonial</b>
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**Thursday, February 1, 2018**

**Religious Services (Optional)**

<b>7:00 AM</b>	<b>Bible Study</b> Hon. Randy Hultgren, U.S. House of Representatives Os Guinness, Faith and Law Study Group	<b>Fillmore (2<sup>nd</sup> Floor Conference Center)</b>
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7:30 AM                      **Catholic Mass**                      Tyler (2<sup>nd</sup> Floor Conference Center)  
Fr. Patrick J. Conroy, Chaplain of the House

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8:00 AM – 10:00                      **Working Breakfast**                      Colonial  
*Topic: A tour of the globe from the perspective of America's defenders*  
Hon. Rex Tillerson, Secretary of State  
Hon. James N. Mattis, USMC ret., Secretary of Defense

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10:00 – 11:00 AM                      **Joint Session: Repairing and Rebuilding America's Infrastructure**                      Chesapeake  
**Working Session with Presentations and Q&A**  
*Topic: Improving the Government's Response to our Infrastructure Needs and Discussion on the President's Infrastructure Proposal*  
Moderator: Hon. John Thune, Senate Republican Conference  
Hon. Elaine L. Chao, Secretary of Transportation  
Hon. John Barrasso, Senate Committee on Environment & Public Works  
Hon. Bill Shuster, House Transportation & Infrastructure Committee  
Gary Cohn, National Economic Council

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11:00 – 12:00 noon                      **Joint Session: Workforce Development**                      Chesapeake  
**Working Session with Presentations and Q&A**  
*Topic: Looking for ways to encourage able-bodied people to get back into the workforce*  
Moderator: Hon. Mike Conaway, House Committee on Agriculture  
Hon. Kay Coles James, The Heritage Foundation  
Hon. Tarren Bragdon, The Foundation for Government Accountability

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12:00 – 2:00 PM                      **Lunch: The President of the United States**                      Colonial  
*Topic: Making America Great Again in 2018*  
Hon. Donald Trump, 45<sup>th</sup> President of the United States

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2:00 – 3:00 PM                      **Joint Session: Government Reform**                      Chesapeake  
*Topic: Reforming the budget process particularly as it focuses on appropriations bills*  
Moderator: Hon. Doug Collins, U.S. House of Representatives  
Hon. David Perdue, Senate Budget Committee  
Hon. Steve Womack, House Budget Committee  
Hon. Mike Lee, U.S. Senate  
Doug Holtz-Eakin, American Action Forum

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3:30 PM                      **Senate Departs**                      Front Entrance